

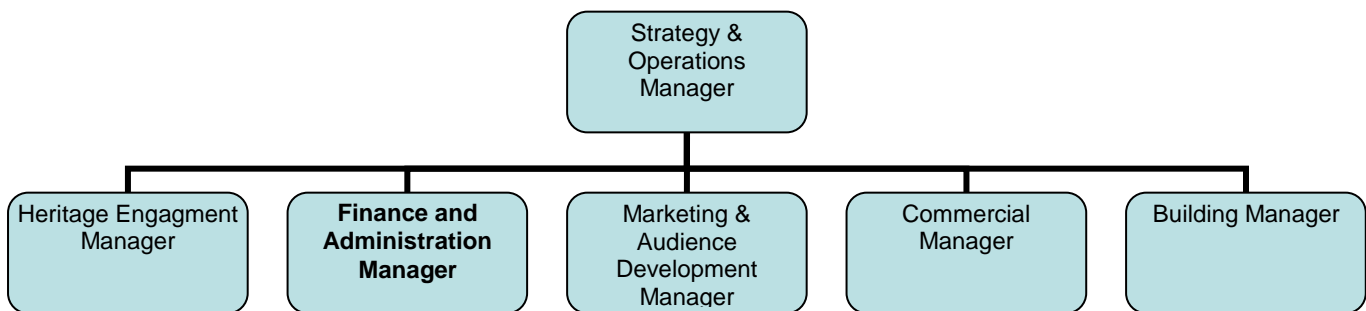
# **ROCHDALE BOROUGH COUNCIL**

## **JOB DESCRIPTION**

<b>SERVICE:</b>	Neighbourhoods
<b>SECTION:</b>	Rochdale Town Hall
<b>LOCATION:</b>	Rochdale Town Hall, The Esplanade, Rochdale, OL16 1AZ
<b>JOB TITLE:</b>	Finance and Administration Manager
<b>POST NUMBER:</b>	TBC
<b>Grade:</b>	8
<b>Accountable to:</b>	Strategy & Operations Manager
<b>Accountable for:</b>	None
<b>Hours of Duty:</b>	37 flexible working hours in accordance with the needs of the service.
<b>Any Special Conditions of Service:</b>	<p>The post holder shall, on occasion, be required to:</p> <ul style="list-style-type: none"><li>• work outside of 'normal' hours as the needs of mobilising and managing the premises requires</li></ul> <p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council.</p> <p>This post is not Politically Restricted in accordance with the current regulations.</p>

**The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.**

## **ORGANISATIONAL CHART**



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## **PURPOSE AND OBJECTIVES OF THE JOB**

The purpose of the role is to develop, maintain and oversee all financial policies and processes related to the operations of Rochdale Town Hall and Town Hall Square, managing income and expenditure across all main business functions: commercial (restaurant and events), community engagement & learning, building management, marketing and conservation.

The role will support the commercial objectives of the town hall by monitoring the cash flows of business operation and delivering regular forecasts and reports to ensure both income and expenditure are managed within the agreed budgets and deliver operational surpluses.

The role will act as the key point of contact with regards to grant claims from the National Lottery Heritage Fund, a key funder of Rochdale Town Hall.

The role will also provide office administration management including the programming of bookings into the town hall events and activities calendar.

## **Control of Resources**

### **Personnel**

Responsible for the direction, support and motivation of one's self as well as supporting other managers within the commercial team with the management of their respective services.

### **Financial**

The post holder must work in accordance with the financial regulations and procedures of the Authority and, in particular, they must:

- manage the collection, collation and safe storage of all cash and cheques handled within the town hall
- deliver accurate invoicing and manage the Purchase Order procedures in a timely manner
- be responsible for the banking and reconciliation of all invoice and cost code charges
- support the Senior leadership team with the effective management of the budgets under their control
- provide Senior Managers with the relevant financial data of the town hall operations
- Administer and manage quarterly grant claims to the National Lottery Heritage Fund (NLHF)
- Devise and deliver financial reports relating to the NLHF

### **Equipment/Materials**

The post holder must be responsible for the efficient and effective use of equipment and materials within the service area. Most pressing, they must be responsible for the safe use and upkeep of the items of historic furniture, in particular those with protective orders or covenants.

### **Health/Safety/Welfare**

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

### **Equality and Diversity**

To work in accordance with the Authority's policy relating to the promotion of Equality and Diversity.

### **Training and Development**

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

### **Relationships**

#### **Internal**

The post holder will be expected to maintain a number of relationships within the council, including but not limited to:

- Town Hall Building Team
- Town Hall Community & Engagement Team
- Town Hall Commercial Team
- Marketing & Audience Development Manager
- Service Director
- Facilities Management Team
- RBC Finance Team

#### **External**

In addition to the above, the post holder will be expected to maintain relationships with a wide variety of external stakeholders, including but not limited to:

- National monitors from the National Lottery Heritage Fund
- Rochdale Development Agency (RDA)
- Service Users
- Business and Community Groups
- Partner Organisations
- Specialist Contractors
- Council-wide Contractors
- Tenants

### **Responsibilities**

The post holder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.

- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

### **Values and Behaviours**

The post holder must approach the job at all times using the values set out below:

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

The post holder must be aware of and apply these values and associated behaviours at all times.

### **Principal Duties**

1. To contribute to the long-term business plan for Rochdale Town Hall, delivering financial information and supporting data related to the income-generating functions that use, or are delivered by, the venue.
2. To achieve the effective but efficient financial management of all income-generating functions at Rochdale Town Hall and Town Hall Square, aiming to maximise usage and contribute to the generation of external income exceeding £1 million per annum.
3. Manage the financial policies and processes of both Rochdale Town Hall and Town Hall Square, ensuring that the operation is fully compliant with any and all legislation that may apply, including that issued by HM Revenue and Customs.
4. Ensure that colleagues are aware of how to implement all financial policies and procedures, regularly confirming compliance and providing support and/or training where required.
5. Act as the main point of contact for all enquiries relating to the town hall's NLHF funding, including providing and collating all information for monthly, quarterly and annual financial and project update reports to the NLHF.
6. Undertake audits of all procedures, ensuring that any changes are enacted to reflect improved working practices or any changes in legislation.
7. Responsible for the collection, collation and safe storage of all cash and cheques handled within the town hall, ensuring the safety of all staff handling monies, security procedures are followed and appropriate insurances are in place.
8. Deliver the timely banking and reconciliation of all cash, cheques, invoices and cost code charges in order to minimise losses to the authority and provide up-to-date reports as required.
9. Manage procurement on behalf of the town hall, including the setting up of new creditors and debtors, the raising of purchase orders, completion of goods receipt notes and completing the STAR Procurement tender documentation and procurement frameworks.
10. Monitor allocated budgets adhering to the Authority's procedures at all times, producing monthly monitoring reports on the agreed key performance indicators, the financial performance of the service and future forecasting. Communicate budget pressures to line management at an early stage and assist in the implementation of any remedial action required.
11. Monitor the town hall's aged debt and outstanding commitments, taking action such as chasing debtors and resolving queries in order to minimise both debts and commitments.
12. Develop management systems which utilise information communication technologies to deliver robust financial reporting, allowing timely information to be provided to the town hall leadership team as required and which can be used to identify and detect any anomalous data.

13. Deliver effective and efficient financial support to the engagement and building teams enabling strong-working relationships and the delivery of their services to a high standard.
14. Cultivate and develop relationships with customers of the town hall and Town Hall Square, in particular those booking repeat events, ensuring that the town hall continues to offer the highest standard of service and regularly exceeds their expectations.
15. Contribute to the development of robust, actionable business continuity plans to protect the income of the town hall and Town Hall Square in the event of unexpected incidents.
16. Contribute towards service planning, specifying performance measures, targets and performance standards.
17. Provide office administration and management services including the management of the town hall's events and activities programme to identify and mitigate potential booking conflicts.
18. Operate an answering service for those wishing to hire the town hall, logging all potential enquiries and assigning a designated event co-ordinator to their enquiry.
19. Deliver a customer focussed service by responding pro-actively to requests for advice, guidance and support in an efficient, effective and timely manner for all bookings, reservations and other town hall services.

### **Secondary Duties**

1. To maintain general office organisation and administration systems, including the ordering of stationery, dealing with correspondence, complaints and queries, attending meetings and taking minutes.
2. To hold key holding responsibilities for the town hall.
3. To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
4. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job description prepared by: Caroline Storr Date: January 2024

Agreed by post holder: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Service Director: \_\_\_\_\_ Date: \_\_\_\_\_

## Rochdale Borough Council Person Specification

<b>Service :</b>	Rochdale Town Hall	<b>Post:</b>	Finance and Administration Manager
<b>Section :</b>	Commercial Team	<b>Post Number :</b>	TBC
<b>Job Ref:</b>	TBC	<b>Grade:</b>	TBC

### **Note to Applicants:**

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

**The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.**

<b>Criteria</b> Our ideal candidate should be able to:	<b>Essential (E) or Desirable (D)</b>	<b>How Identified</b> AF - Application Form I - Interview A - Assessment
<b>(a) Special Working Conditions</b>		
None	N/A	N/A
<b>(b) Qualifications and Experience</b>		
Evidence qualification to degree-level or equivalent, in a subject which is relevant to the role.	E	AF (certificates to be brought to interview)
Describe your substantial experience in a finance-based role, ideally within the hospitality sector or local government.	E	AF
<b>(c) Skills and Knowledge</b>		
Please evidence a strong understanding of financial policies and processes and their importance in minimising loss through theft or human error.	E	AF / I
Please demonstrate the ability to produce and present various financial reports in a clear and logical manner.	E	AF / I
Describe a time when an assessment of financial trends or data was able to deliver a positive impact to the business.	E	AF
Please Illustrate strong financial acumen, including how to ensure profitable events by maximising income and controlling costs.	E	AF / I
Demonstrate experience of monitoring budgets, financial forecasting and reconciliation.	E	I
Show an understanding of supplier relations and how to cultivate and develop such relationships in order to deliver benefits to the business.	E	AF
Please detail your experience of working with external funders	E	AF
Evidence an ability to use digital financial systems and the ability to create and manage complex spreadsheets.	E	I
Please Illustrate an understanding of office administration, including the key elements of managing the events programme of a large venue to avoid booking conflicts.	E	AF / I
<b>(d) Behaviours and Values</b>		
13 Approach the job at all times using the values set out below: <ul style="list-style-type: none"> <li>• Proud of the difference we make</li> <li>• Passionate about the diversities of the Borough</li> <li>• Pioneering and Open in our Approach</li> </ul>	E	I

Be willing to adhere to these values and behaviours.		
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